

HEADQUARTERS
UNITED STATES FORCES, JAPAN
APO SAN FRANCISCO 96525

USFJ POLICY LETTER 190-2

16 May 1972

Information

W/ch 1

PUBLIC INFORMATION GUIDANCE

PURPOSE. To provide guidance for the conduct of peacetime public information programs and to attain the maximum readiness for specialized public information functions in event of natural emergencies.

1. **Scope.** Provisions of this policy letter are applicable to all organizations, agencies and/or activities and personnel under the jurisdiction of or accountable to the Commander, U.S. Forces, Japan.

2. **General.**

a. **Definitions.** For the purposes of this Policy Letter, the following terms are defined as indicated:

(1) **The Press:** Reporters or representatives of newspapers, news services, magazines, periodicals, radio and television outlets and photographers of still and motion picture agencies.

(2) **Public Information Matters of Multi-Party Concern:** Public information matters which, even though of single component concern, relate also, or are of concern to, any one or more of the following:

- (a) The U.S. Ambassador to Japan
- (b) COMUSJAPAN
- (c) PACOM Service Component Commanders in Japan
- (d) Government of Japan (GOJ)

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(3) Sensitive Public Information Matters: Public information matters involving United States Forces in Japan which might be expected to evoke adverse public criticism or reaction.

b. Policies. The Service Component Commanders in Japan will conduct their information programs in consonance with policies of the Department of Defense, the respective military departments, Commander-in-Chief Pacific, and COMUSJAPAN.

3. Procedures.

a. It is the responsibility of the Service Component Commanders to keep COMUSJAPAN informed, and the responsibility of COMUSJAPAN, in turn, to keep the U. S. Ambassador advised and to seek his advice concerning sensitive public information matters stemming from actions of the U. S. Forces in Japan or from visits to Japan by officials of the Department of Defense and other distinguished or news-notable guests sponsored by the Department of Defense.

b. In public information matters of multi-party concern or of a sensitive nature, COMUSJAPAN will coordinate and direct the actions of the Service Component Commanders and when appropriate, will serve as their representative with:

- (1) The Government of Japan at the national level
- (2) The American Embassy
- (3) The public
- (4) The local press
- (5) Other civilian organizations and special interest groups

c. In public information matters of local and/or single service concern, Service Component Commanders will direct actions of their respective commands in relations with:

- (1) Local Government authorities
- (2) The local public

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(3) The local press

(4) Local civic or special interest organizations

4. Responsibilities.

a. Coordination and Release of Press Matters. As much in advance as possible, the text, proposed questions and answers (when applicable), and proposed time of release of information intended for public dissemination will be submitted to COMUSJAPAN for review, coordination, or approval prior to release if it contains any of the following:

(1) Proposed movement, relocation or withdrawal of U. S. military troops, organizations, or elements within, into, or out of Japan, except for those elements of specific deployment already announced.

(2) The anticipated introduction into Japan of new types, or significant increases or decreases in existing types, of U. S. armament aircraft or other major equipment.

(3) The movement of U. S. units, armament, aircraft or other major equipment through Japan to or from a third country.

(4) Reduction-in-force actions regardless of the number of USFJ local nationals involved. Note: Reduction-in-force (RIF) announcements provide considerable latitude for speculation and liberal reporting in the Japanese press. COMUSJAPAN has re-emphasized that the Master Labor Contract requires a minimum of 45 days advance notice and that we will attempt to provide 90 days advance notice "whenever possible." Local media and GOJ agencies have often dropped the words "whenever possible" in their releases and as a result the 90-day figure appears to be required for all RIF actions. Proposed press releases should reflect that a RIF action will provide "X number of days advance notice which is more than the 45 days required by the MLC" or words to that effect. Detailed guidance regarding clearance of RIF actions is contained in USFJ Manual 40-1 (Chapter 5).

(5) Release of all or part of a facility furnished to USFJ by the Government of Japan.

(6) Matters related to the defense of Japan.

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(7) Transfer of military functions or responsibilities from U. S. Forces, Japan, to the armed forces of Japan.

(8) The evacuation of U. S. non-combatants.

(9) The establishment of combined or integrated defense arrangements.

(10) Matters which could adversely affect relations between the U. S. and Japan, or the missions and responsibilities of COMUSJAPAN.

(11) Matters concerning the overflight of the territory or territorial waters of Japan by hostile or unidentified aircraft, or the unauthorized intrusion of hostile or unidentified naval vessels into the territorial waters of Japan.

(12) All intelligence matters.

(13) Statements concerning hostile actions against the U. S. or Japan.

(14) All statements referring directly or indirectly to nuclear weapons.

(15) Matters concerning the use of U. S. facilities or forces in Japan for major maneuvers or other major operations.

b. Negotiations, deliberations, and actions within the Joint Committee or any of its subcommittees, panels, or working groups, are privileged matters between the two governments. No public releases thereon will be made without prior mutual agreement of the United States and Japanese representatives of the Joint Committee.

5. Miscellaneous.

a. Community Relations. Service Component Commanders in Japan will give positive command support to appropriate community relations activities to achieve the objectives prescribed for the People-to-People Program. Within the limitations imposed by security requirements, the community relations programs should include such actions as:

(1) Designating at each command level a military or civilian member of the staff to be responsible for developing and maintaining a positive command-wide community relations program.

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(2) Encourage individual military and civilian members of the Armed Forces and their dependents to interest themselves in activities related to churches, schools, business, social and civic clubs, youth and scout organizations, sports, recreation programs, and other aspects of community life.

(3) Use Armed Forces Day, Memorial Day, Independence Day and Veterans Day as suitable occasions for major community relations projects; planning "open house" programs to attract visitors; arranging for organized groups to visit installations and facilities; conducting briefings for civilian groups, either on post or in the civilian community.

(4) Conduct vigorous, constructive community relations programs consistent with objectives and policies for Department of State, United States Information Service and other agencies of the U. S. Government.

b. Participation in Public Events.

(1) Concerts by military bands, display of military equipment to foreign audiences, open houses on military installations and participation by American personnel in international events are encouraged as additional techniques in support of the People-to-People Program. Guidance on rules of participation are outlined in DOD Directive No. 5410. 6.

(2) COMUSJAPAN is the approving authority for military participation in local events.

(3) CINCPAC is the approving authority for military participation in events of major or international interest.

(4) COMUSJAPAN will be the sole coordinating agency with both CINCPAC and/or the American Embassy in each instance in para (1) and (3) above, as appropriate.

c. Registration of Correspondents.

(1) The COMUSJAPAN PRESS LIAISON OFFICE (PLO) provides for registration of both U. S. and foreign correspondents in Japan for the primary purpose of identifying them to military commanders as bonafide newsmen.

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(2) The following rules apply to registration of correspondents in Japan:

(a) Registration through the PLO affords the only generally recognized credential for U. S. correspondents representing U. S. news media in Japan.

(b) COMUSJAPAN will be the sole military authority in Japan for registering non-U. S. citizens representing foreign or U. S. media and U. S. citizens representing foreign media.

(3) In peacetime, the fact that a bonafide journalist has not registered with COMUSJAPAN shall not be grounds to refuse him fair and courteous treatment. But correspondents who are residents in Japan for protracted periods of time and who regularly cover military affairs should be encouraged to register through the PLO.

(4) Possession of USEJ registration does not entitle newsmen to have access to installations and classified information, but serves purely to verify the identity of the individual and to certify that he is a bonafide journalist.

Cx. Travel of Correspondents. Requests received by COMUSJAPAN from correspondents for travel under military sponsorship to or from countries within Pacific Command (PACOM) and Japan will be coordinated by COMUSJAPAN with CINCPAC (as applicable) and the senior U. S. Military commanders of the area concerned.

dx. Cooperation with Motion Picture/TV Agencies.

(1) Service Component Commanders are enjoined to refer all requests for military assistance in motion picture or television productions to COMUS-JAPAN for coordination with USIS, CINCPAC and DOD.

(2) Some producers may not request assistance other than seeking American personnel to play roles in certain productions. In such cases, the provisions of USEJ Policy Letter Number 30-5 are applicable, not only to members of the Armed Forces but to members of their families, civil service employees and their families.

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Press Conferences. Press conferences, including planeside interviews, other than those of a definite local character, are of particular concern to this headquarters. Service Component Commanders, consequently, will adhere to the following procedures in arranging press conferences for personnel of their own commands or for visitors to Japan for whom they are hosts:

(1) Make no commitments for press conferences without first referring to proposal to COMUSJAPAN, who will coordinate arrangements with the U. S. Ambassador as appropriate.

(2) When a proposal to hold a press conference is submitted to COMUSJAPAN, it will include, wherever practicable, the subject of primary interest, particularly if an opening statement is planned; a list of questions anticipated of the news media and proposed answers.

(3) In all cases of doubt, refer the matter to COMUSJAPAN.

(4) It should be noted that officials of other government agencies and prominent U. S. citizens not directly connected with Department of Defense also are frequent visitors to this country. Service Component Commanders are encouraged to make the local-situation experiences, skills and facilities of their Office of Information staffs available for advising and assisting such visitors in public relations matters in conformity with procedures set forth above.

6. References.

- a. USFJ Manual 40-1, Chapter 5.
- b. DOD Directive No. 5410. 6.
- c. USFJPL 30-5, Commercial activities and private employment.
- d. USFJPL 11-5, Visits of nationally prominent Japanese to United States Forces, Japan, facilities and areas.

FOR THE COMMANDER



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USFJPL 190-2, 16 May 1972, is changed as follows.

1. Pen and Ink Change:

<u>Page</u>	<u>Paragraph</u>	<u>Action</u>
5 and 6	5c(1) thru 5c(4)	Delete
6 and 7	5d, 5e, and 5f	Renumber to read 5c, 5d, and 5e

2. Filing: After posting, this change will be filed in back of the basic letter.

FOR THE COMMANDER



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